# IDACS News Quarterly

*A publication of the Indiana State Police*

## NCIC 2000 Capabilities



## Highlights in this issue ...

- NCIC 2000 Request For Proposal released.
- NCIC 2000 Manuals now available.
- Updated Indiana License Plate Codes.
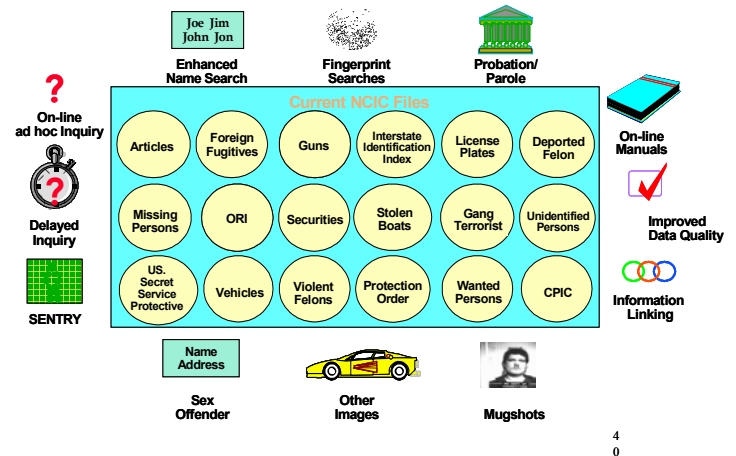- IDACS Training/Certification Manual changes.

## Inside this issue:

## NCIC 2000

The Information Technology Division of the Indiana State Police recently released, through the Procurement Division of the Indiana Department of Administration, a Request for Proposal for the replacement of the existing IDACS system.

On September 26, a Vendors' Conference was held in IDOA Procurement Division's Offices in Indianapolis to field questions from the vendors regarding the RFP and the proposed system. Later in September, ISP Information Technology Division completed answering and publishing written questions submitted by vendors following the conference.

NCIC 2000 will be implemented in two (2) phases: Phase 1 started July 1999, with the (Initial Operational Capability-IOC). Phase 2 is scheduled to start three years after NCIC 2000 is operational.

Most of the NCIC 2000 functions are available at the national level now. For instance, when making an inquiry on a person, a response now may be received from one of the new files (Sexual Offender, Supervised Release, etc). Although the new files and functions are not yet available at the state level, Indiana has until July 2002 to implement full support of new NCIC 2000 functions.

The Information Technology Division is currently working on system and workstation requirements. Agencies will be notified when the specifications for the new IDACS Workstation are available.

## NCIC 2000 Manuals

The NCIC 2000 Operating Manual has been received. The manual contains the new NCIC 2000 features: Imaging, new files, Sexual Offender, Supervised Release, and Other Transactions. Reading these sections will give you information on these new features.

We are in the process of distributing the new NCIC 2000 Operating manuals and binders. Although Indiana will not be completely NCIC 2000 capable until late 2001, the new books must be available within each agency.

IDACS instructors are passing out the manual during three (3) day classes and at test outs. If your agency has not received your manual please contact the IDACS section.

## Changes To The IDACS Training And Certification Manual

All agencies are requested to please make the following changes to the IDACS Training and Certification Manual, revised September 1990. The new IDACS Training and Certification Manual will be published in February 2001.

### Page 4, paragraph I C: CHANGE

In all cases the re-certification due date, month and day will remain

the same. Only the year for re-certification will change*.

### Page 4, paragraph I D: CHANGE

Failure to achieve initial certification within the six-month window will result in the OID being purged from the system. If certification has not been obtained within 30 calendar days of the OID being purged, it will be deleted. Once an OID has been deleted, new

fingerprint cards and criminal history documentation must be resubmitted to IDACS. A new OID will not be issued until the individual has passed an IDACS certification test*. This would also apply to individuals who fail to re-certify prior to their re-certification date. No exception to this policy will be granted.

Page 9, paragraph VIII

## Reminder To Coordinators

> *"If a record was found it is the* <u>responsibility of the requesting agency to provide a copy of the III plus final disposition from the court."</u>

When requesting an OID you must insure that you have run III on the applicant to include all aliases, maiden names etc. Be sure that you include the results of the inquiry in your letter requesting the OID.

The letters "NR" may be used to indicate no record found. If there is no record found on the applicant, you

need not send a copy of the III. The letters "RF" may be used to indicate that a record was found.

If a record was found it is the <u>responsibility of the requesting agency to provide a copy of the III plus final disposition from the court.</u>

These documents must be reviewed by the IDACS committee prior to an OID being

awarded. It is also very important that you identify if you are requesting an OID for an applicant who has held an OID (past or present) at any other agency. You need to run III, and fingerprint these operators just as you would a brand new operator.

## Regional Centers And MDT Agencies Certified Operator List

All Regional Centers and MDT agency Coordinators are reminded that in order to be in compliance with IDACS rules and regulations, you must submit to IDACS every other month (Feb., Apr., etc.), a copy of your current certified operator list. This list should include

the following data: Name of Operator, OID Assigned by your agency, Date Originally Certified, Re-certification Due Date; and whether the operator is Full access or Inquiry Only certified. Several agencies have failed to submit this information to IDACS as required. Failure

to comply with this rule could result in your agency receiving a notice of violation.

## Juvenile Law: Reporting Missing Children

Agencies are reminded of the state law under IC 31-36-1-3, which states that upon completion of the case report regarding a missing child, the law enforcement agency shall immediately forward the contents of the report to the Indiana Clearinghouse for Information on Missing Children. This requirement can be met by sending a copy of the agency's report to the Clearinghouse or by use of State Form 42290 (Indiana Missing Children Clearinghouse Report). Questions or request for forms can be addressed to the Clearinghouse at 800-831-8953.

Working together, we can keep them safe!

## IDACS Section And The Data Operations Center (DOC): There Is A Difference

Some confusion seems to exist as to the differences between the IDACS section and the D.O.C. The table below highlights some of the differences between the two:

| IDACS SECTION | D.O.C. |
|---|---|
| Phone Number: (317)232-8292 | Phone Number: (317)232-8294/(800)622-4961 |
| ORI: INISP0007 | ORI: INISP0000 |
| Operational 8:00-4:30, M-F (closed holidays) | Operational 24 hours, 7 days a week |
| Assigns OID's and ORI's. | Monitors the IDACS system and IDACS & NCIC circuits. |
| Assists with IDACS & NCIC file problems and questions | Assists with IDACS & NCIC file problems and questions |
| Schedules operators for classes & test-outs | Assists with equipment and circuit problems (Diagnosis). |
| Coordinates and conducts classes | Performs system backups. |
| Coordinates and conducts test-outs. | Provides retransmission of missed messages |
| Coordinates & activates new agency terminals. | Oversees transmission of "All Station" Messages |
| Directs all program changes to the IDACS system | Updates system road and weather data |
| Performs Off Line searches (an "off-line search" is a special technique to obtain from the IDACS and BMV files computerized information which cannot be obtained with an on-line inquiry.) | Performs manual Driver License checks |

## Vendor For NCIC 2000 … Not Yet Chosen

In an attempt to clear up a common misconception, to date no vendor has been awarded the contract with the State of Indiana for the NCIC 2000 upgrade.

Omega Data Systems, Inc. has been awarded a contract for maintenance support of currently installed State Police IDACS equipment.

However, this contract is for maintenance of existing equipment only, and applies solely to equipment owned by the Indiana State Police.

Information regarding the selected NCIC 2000 vendor will be made available after vendor selection and successful contract negotiation.

## Changes To The IDACS Training And Certification Manual

All agencies are requested to please make the following changes to the IDACS Training and Certification Manual, revised September 1990. The newIDACS Training and Certification Manual will be published in Fbruary 2001.

### *Page 4, paragraph I C: CHANGE*

In all cases the re-certification due date,

## Reminder To Coordinators

When requesting an OID you must insure that you have run III on the applicant to include all aliases, maiden names etc. Be sure that you include the results of the inquiry in your letter requesting the OID.

The letters "NR" may be used to indicate no record found. If there is no record found on the applicant, you need not send a copy of the III. The letters "RF" may be used to indicate that a record was found.

If a record was found it is the <u>responsibility of the requesting agency to provide a copy of the III plus final disposition from the court.</u>

These documents must be reviewed by the IDACS committee prior to an OID being awarded. It is also very important that you identify if you are requesting an OID for an applicant who has held an OID (past or present) at any other agency. You need to run III, and fingerprint these operators just as you would a brand new operator.

## IDACS Operator Certification
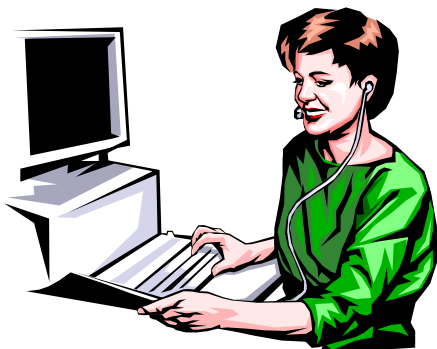
*"Any operator, who is not re-certified prior to their re-certification date, will have their OID PURGED. No exception to this policy will be granted."*

The purge of expired operators occurred on January 31st of this year. The IDACS Section would like to thank all agency coordinators for making this effort successful.

"The Training & Certification (T&C) manual states that operators must re-certify every two- (2) years. Effective January 1, 2000, re-certification requirements will be strictly enforced. Any operator, who is not re-certified prior to their re-certification date, will have their OID PURGED. No exception to this policy will be granted.

The T&C manual currently establishes that applications for attendance at IDACS classes must be received at the IDACS section at least two (2) weeks prior to the scheduled class. This policy is changed effective October 1, 1999, to reflect that such applications must be received at the IDACS section seven (7) days prior to the scheduled class or test-out. Applications may be from the Agency Head or the IDACS Coordinator. Applications may be sent by any of the following means of communications: e-mail (idacs@isp.state.in.us), fax (317.233.3057), switched message (INISP0007), or by regular mail."

The following is reprinted from the letter mailed to the agencies dated August 25, 1999, titled *"Revisions to IDACS Administrative Procedures".*:

Confirmation will be made by switched message.

An operator that is due to be re-certified can take a test or attend a class up to six (6) months before their certification expires.

Agency coordinators should check the Certified Operator and Coordinator Inquiry screen (016) and schedule operators that are due for re-certification as soon as possible.

# Revised Indiana License Plate Table

The following revised license plate table replace those tables found in the IDACS Manual, Part III, Section C, page III-C-2.
(* - PLEASE NOTE: LIT's SP, HT, CT, EP and WR are not NCIC LIT's and can not be used to make wanted file entries.)

| License Plate Type | Plate | LIC Field | LIT Field | License Plate Type | Plate | LIC Field | LIT Field |
|---|---|---|---|---|---|---|---|
| Amateur Radio Operator | K9WJU | K9WJU | AR | Special Machinery | 1234 | 1234 | SC |
| Antique | 1345 | 1345 | AN | Special Recognition | | | |
| Apportioned | LQ4533 | LQ4533 | AP | Air Force Reserve | AF136 | AF136 | SP* |
| Ball State University | 7430 | BU7430 | SV | Anderson University | AU123 | AU123 | SP* |
| Bus (Church) | 76 | CB76 | BU | Army Reserve | AR234 | AR234 | SP* |
| Bus (Commercial) | A15B | A15B | BU | Ball State University | BU31 | BU31 | SP* |
| Bus (Not for Hire) | C1000 | C1000 | BU | Butler University | BB123 | BB123 | SP* |
| Bus (School-Mun'Owned) | 123 | XS123 | CI | Children's Trust | CT123 | CT123 | CT* |
| Bus (School-Private) | 386 | SB386 | BU | Children First | CF123 | CF123 | CT* |
| Bus (School-State Own') | 1919 | ZS1919 | ST | Kid's Plate | KP123 | KP123 | CT* |
| Bus (State Owned) | 1714 | 1714 | ST | Kids First | KF123 | KF123 | CT* |
| Conservation Officer | NOT COMPUTERIZED | | | Kid's Sake | KS123 | KS123 | CT* |
| Consulate | NOT COMPUTERIZED | | | Kids | KD123 | KD123 | CT* |
| D.A.R.E. Indiana | ID100 | ID100 | DA | Hug Kids | HK123 | HK123 | CT* |
| Dealer (Motorcycle) | 12X1 | 12X1 | MD | Love Kids | LK123 | LK123 | CT* |
| Dealer (Regular) | 88M2 | 88M2 | DL | DePauw University | DP123 | DP123 | SP* |
| Disabled Veteran | 1234 | 1234 | DV | Education Plate | EC123 | EC1123 | EP* |
| Drug-Free IN Trust | CH123 | CH123 | DR | E.M.T. | EM123 | EM123 | SP* |
| Driver Education Car | 2413 | DE2413 | SV | Environmental | EN123 | EN123 | HT* |
| Education (Garfield) | EC132 | EC132 | EP | Earth Day | ED123 | ED123 | HT* |
| Elected Official (Star) | * 10 | EO010 | PC | Quails Unlimited | QU123 | QU123 | HT* |
| Farm Tractor (Field) | 12 | FR12 | FM | Pheasants Forever | PF123 | PF123 | HT* |
| Farm Tractor (Semi) | 123R | FC123R | FM | Roundtable | RT123 | RT123 | HT* |
| Farm Trailer (Field) | 1224D | FW1224D | FM | Greenways | GW123 | GW123 | HT* |
| Farm Trailer (Semi) | 210 | FS210 | FM | Arbor Day | AD123 | AD123 | HT* |
| Farm Truck | 1193B | FT1193B | FM | Hoosier Environment | HE123 | HE123 | HT* |
| 500 Mile Pace Car | NOT COMPUTERIZED | | | Whitetails/Wild Turkey | WT123 | WT123 | HT* |
| Handicapped | 1894 | 1894 | DX | Wildlife Federation | WF123 | WF123 | HT* |
| Hoosier Safety (SEMA) | SH345 | SH345 | HS | Heritage Trust | HT123 | HT123 | HT* |
| Indiana Arts | AT878 | AT878 | AT | Natural Resources | NR123 | NR123 | HT* |
| Indiana Boy Scouts | BP234 | BP234 | BP | Ducks Unlimited | DU123 | DU123 | HT* |
| Indiana FFA | AG456 | AG456 | FA | Nature Conservancy | NC123 | NC123 | HT* |
| Indiana Food Bank | FB401 | FB401 | FB | Lake Michigan | LM123 | LM123 | HT* |
| Indiana Girl Scouts | GS500 | GS500 | GA | Ohio River | OR123 | OR123 | HT* |
| Indiana Health | IH787 | IH787 | HL | Historic Preserve | HP123 | HP123 | HT* |
| Indiana Mental Health | MH888 | MH888 | MH | Fish & Wildlife | FW123 | FW123 | HT* |
| Indiana Native American | NA111 | NA111 | NA | 4H Foundation, Inc. | FH123 | FH123 | SP* |
| IN State Educ. Inst. | IU876 | IU876 | SP | F.O.P. | FP123 | FP123 | SP* |
| Indiana State Univ' | 7702 | IS7702 | SV | Freemasons | MM123 | MM123 | SP* |
| Indiana University | 7799 | IU7799 | SV | Hoosier Vet | HV101 | HV101 | SP* |
| Indiana Voc' Tech' | 103 | VT103 | SV | Indiana Black Expo | BE123 | BE123 | SP* |
| Motorcycle | 18234 | 18234 | MC | Indiana Dancers Assn | SD123 | SD123 | SP* |
| Motorcycle (Mun' Owned) | 234 | XM234 | CI | Indiana Guard Reserve | DF49 | DF49 | SP* |
| Motorcycle (State Own') | 364 | ZM364 | ST | Indiana Shrine Assn. | IS12 | IS12 | SP* |
| Municipally Owned | 1234 | 1234 | CI | Indiana State Univ' | AA5 | AA5 | SP* |
| National Guard | 301 | 301 | NG | Indiana Univ' | IU627 | IU627 | SP* |
| Passenger Car | 49A10 | 49A10 | PC | Indiana Volunteer | | | |
| Personalized | TURKEY | TURKEY | PE | Firefighters | VF123 | VF123 | SP* |
| Police (City) | 1856 | CP1856 | LF | Indiana Wesleyan | IW123 | IW123 | SP* |
| Police (Sheriff) | 1435 | SH1435 | LF | IUPUI | IP123 | IP123 | SP* |
| Police (State) | NOT COMPUTERIZED | | | Indianapolis Motor Speedway | | | |
| Prisoner of War | 123 | PW123 | VF | Hall of Fame | HF123 | HF123 | SP* |
| Purdue University | 6606 | PU6606 | SV | Lions Trust Fund | TF123 | TF123 | SP* |
| Purple Heart | 1 | PH1 | VF | Literacy Foundation | LF123 | LF123 | SP* |
| Recreational Vehicles | 2033 | 2033 | ZZ | | | | |

## New Application Form for LEO

The FBI has changed the Law Enforcement Online (LEO) user application. If you have **not** already applied for LEO access, please use the new form, attached to the end of this newsletter.

LEO provides Law Enforcement Officers and Criminal Justice Agency employees access to a variety of information. This includes information concerning not only current issues, but also changes in NCIC policies and procedures.

Access to LEO is provided via a secure dial-up number, and requires the use of a current-version Internet browser, such as Microsoft Internet Explorer or Netscape Navigator.

Please note that completed LEO Application forms **should not** be sent to the IDACS Section. Instead, please forward your completed application to the LEO Program office at:

LEO Program Office
FBI Headquarters
Room 11259
935 Pennsylvania Ave, NW
Washington, DC 20535-0001

Should you have any questions about the application or about the LEO Program in general, please contact the LEO Program Office at (202) 324-8833.

## How To Become A Terminal Agency

If you would like to become a terminal agency on the IDACS system, the process is really easy to initiate.

Simply send a request on your agency letterhead to the Chairman of the IDACS committee requesting to become an IDACS terminal agency.

If your agency does not already have an ORI, include with your request a copy of the ordinance or other legislation that authorized the establishment of your agency as a Criminal Justice or Law Enforcement agency.

The request must be on agency letterhead and signed by the agency head.

Send the request to:

Indiana State Police
ATTN: Chairman IDACS Committee
Indiana Government Center North, Room N340
100 North Senate Avenue, Indianapolis, IN 46204

If you have already been approved to become a terminal agency and your request is over 12 months old, you must reapply.

## Revised Indiana License Plate Table

| License Plate Type | Plate | LIC Field | LIT Field | License Plate Type | Plate | LIC Field | LIT Field |
|---|---|---|---|---|---|---|---|
| Marion College | MC123 | MC123 | SP* | State Fair | NOT COMPUTERIZED | | |
| Marine Reserve | SF35 | SF35 | SP* | State Owned | 1249 | 1249 | ST |
| Navy Reserve | NV2 | NV2 | SP* | State Representative | 31 | SR31 | LS |
| Notre Dame | ND1234 | ND1234 | SP* | State Senator | 1 | SS1 | LS |
| Pearl Harbor | PH1 | PH1 | SP* | Tractor-Semi | 132R | 132R | TR |
| Prince Hall Masons | PR12 | PR12 | SP* | Trailer | 176A | 176A | TL |
| Purdue University | PU123 | PU123 | SP* | Trailer-Semi | 2143 | 2143 | TL |
| Rose-Hulman Institute | RH123 | RH123 | SP* | Transport (In-Transit) | 3-12 | 3T12 | IT |
| St. Mary-of-the-Woods | SM123 | SM123 | SP* | Truck | 60640T | 60640T | TK |
| Taylor University | TU123 | TU123 | SP* | Univ' of Southern Indiana | 12 | SI12 | SV |
| Univ' of Evansville | UE123 | UE123 | SP* | U.S. Congressman | 6 | UC6 | LE |
| Univ' of Indianapolis | SH123 | SH123 | SP* | U.S. Government | NOT COMPUTERIZED | | |
| Univ' of Southern Indiana | US123 | US123 | SP* | U.S. Senator | 1 | US1 | LE |
| Vincennes University | VU19 | VU19 | SP* | Wrecker-Recovery | 1234B | 1234B | WR* |
| Wabash College | WA123 | WA123 | SP* | | | | |

**(* - PLEASE NOTE: LIT's SP, HT, CT, EP and WR are not NCIC LIT's and can not be used to make wanted file entries.)**

## Meet Your IDACS Staff

### *Program Director*

Andre' Clark

### *IDACS Coordinator*

Mike Dearinger

### *IDACS Training*

Larry McRae
Don Layman
Vivian Nowaczewski
Troy Scott

### *IDACS Security*

Sgt. John Clawson
Sgt John Richards

### *Administration*

Roxanne Brown
Holly Strode



## How To "e-"Reach Us ...

*For all who did not catch it in the last newsletter, our new e-mail address is:*

**idacs@isp.state.in.us**

*Please e-mail us with your departments e-mail address and we will add it to our database. This address can be used to schedule classes and to send most of your normal correspondence to us.*

*For those agencies that have questions that do not require an immediate answer, use this system. Please understand these questions will be answered during normal business hours, Monday through Friday from 8:00 a.m. to 4:30 p.m.*
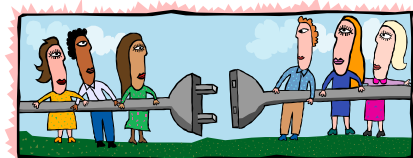
# LAW ENFORCEMENT ONLINE

## USER APPLICATION FORM

*(See Instructions & Privacy Act Statement on Back)*

Application Date_____

## Applicant Information   **Please Type or Print Clearly**   *(All Information Must Be Completed)*

Name (Last, First, Middle) _____

Social Security No. or Unique Country Identification No. _____

Mother's Maiden Name _____

Agency/Organization_____

Rank/Position _____   Business Phone_____

Business Address (No P.O. Box No's) _____

City/State/Zip Code/Country _____

Date of Birth _____   Pager Number _____

***Warning***   LEO is an official U.S. Government system for authorized use only by authorized members of the law enforcement/criminal justice/public safety community.  Information presented in this system is considered sensitive but not classified and is for official law enforcement/criminal justice/public safety use only.  The use of this system will be monitored for security and administration purposes and accessing this system constitutes consent to such monitoring.  Any unauthorized access of this system or unauthorized use of the information on this system by authorized users or others is prohibited and is subject to criminal and civil penalties under federal laws.

## Certification *(Please mark appropriate eligibility box and complete appropriate signature lines)*

☐ **Employee of Law Enforcement/Criminal Justice/Public Safety Agency**

I hereby certify that I am an employee of the duly constituted law enforcement/criminal justice/public safety agency described above in this application and that I understand and consent to the terms of this application, including the provisions set out in the above Warning and the Privacy Act Statement on the reverse, and agree to abide by all such provisions.

Signed _____(Applicant)

*(In addition to signature below, authorization by Agency Head or Designee on official agency letterhead must be attached)*

I hereby certify that the above-named individual is an employee of the duly constituted agency described above and is authorized to have on-line access to the Law Enforcement Online (LEO) system.

Signed _____(Agency Head or Designee) _____ (Title)

☐ **Law Enforcement Special Interest Group Member**

I hereby certify that I am an authorized member of the Law Enforcement Special Interest Group described above in this application and that I understand and consent to the terms of this application, including the provisions set out in the above Warning and the Privacy Act Statement on the reverse, and agree to abide by all such provisions.

Signed _____(Law Enforcement Special Interest Group Applicant)

I hereby certify that the above named individual is an authorized member of the _____
Law Enforcement Special Interest Group and is authorized to have on-line access to the Law Enforcement Online System.
Signed _____(LESIG Chair/Moderator) _____ (Title)

## Hardware/OS Configuration *(All Information Must Be Completed - Mark One From Each Category)*

| Type | | CPU/Speed | | Memory | | Operating System | |
|---|---|---|---|---|---|---|---|
| Apple | ☐ | Pentium 90-200 | ☐ | <32 MB | ☐ | Windows 95 | ☐ |
| PC | ☐ | Pentium 233-300 | ☐ | 32-64 MB | ☐ | Windows 98 | ☐ |
| Other | | Pentium 333-400 | ☐ | 128+ MB | ☐ | Win NT | ☐ |
| | | Pentium >400 | ☐ | Other | | Other | |
| | | Other | | | | | |

**Modem Speed** (Choose One) 28800 baud ☐   33600 baud ☐   56000 baud ☐   ISDN ☐   Other _____
**Do you have an existing Internet Browser?** Yes ☐   No ☐
   Microsoft Internet Explorer ☐ Version: _____   Netscape Navigator/Communicator ☐ Version:_____

## *Privacy Act Statement*

**General -** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974) for individuals completing LEO user application forms. **Authority -** LEO is a federally funded national communications system established by the FBI. Application information is solicited under the authority of the Federal Records Act (Title 44, United States Code) and implementing regulations (Title 36, Code of Federal Regulations, chapter XII). **Purpose and Use -** The principal purposes of LEO user application forms are to collect personal information needed to determine if you qualify as an authorized user, collect your computer hardware and operating system (OS) configuration information needed to determine user configuration requirements, and verify your identity as an authorized LEO user. Completed applications will be used to register you as a qualified LEO user and to arrange for access to LEO. All or part of your completed LEO user application form may be disclosed outside the FBI to federal, state, local, or tribal law enforcement agencies charged with the responsibility of investigating a violation or potential violation of the law and to your agency or organization to periodically verify that you continue to qualify for access to LEO. Disclosure may otherwise be made pursuant to the routine uses most recently published in the <u>Federal Register</u> for the FBI's Central Records System (Justice/FBI 002). **Effects of Non-disclosure -** It is in your best interest to answer all questions. However, disclosure of requested personal information, including social security number, is voluntary. Failure to provide the requested information may result in the denial of your application.

## RETURN APPLICATION TO:

> ## LEO PROGRAM OFFICE
> ### FBI Headquarters
> ### Room 11259
> ### 935 Pennsylvania Avenue, NW
> ### Washington, DC  20535-0001
> ### *Telephone (202) 324-8833*

*For Approval Use Only*  (LEO Administration / Moderators / Police Training Coordinators)

**Approved/Processed by:**  (Signed)_____  (Date)_____

**LE Special Interest Group (LESIG) Access:**  _____   _____   _____

Indiana Government Center North, Room N340
100 North Senate Avenue
Indianapolis, Indiana 46204

Phone: (317) 232-8292
Fax: (317) 233-5033
Email: idacs@isp.state.in.us